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MEMORANDUM TO: Colonel White

SUBJECT : Comments on Management Staff List of Positions for
Possible Elimination - Logistics Office

1. The Management Staff Study on positions in the Logistics Office to be considered for elimination has been studied and analyzed. In the main, I concur, but believe it is too drastic in certain instances and, in addition, believe there are positions in other areas which might be considered for possible elimination. The comments of the Management Staff on each division and staff are discussed below:

a. Office of Assistant Chief for Operations: This Office is really beginning to function and the disadvantages of placing its functions on the Deputy Chief of Logistics would far outweigh the two positions that would be saved by its elimination. Recommend this phase receive no consideration.

b. Technical Review and Policy Staff: Concur, but suggest that the Production Specialist (Printing) be placed in the Office of the Assistant Chief for Operations instead of in the Office of the Deputy Chief of Logistics.

c. Administrative Staff:

(1) Personnel and Training Branch: Concur in a reduction of one position but wonder if this position should not be the Placement Officer and obtain this service from the central Personnel Office.

(2) Management Assistance Branch: With the elimination of the Technical Review and Policy Staff and a reduction in Planning Staffs of Service Divisions, I believe this activity should have an additional position. This position could be either an Administrative Officer or an O&M Examiner.

d. Procurement Division: Concur, and suggest possible elimination of one additional position in the General Purchase Section.

e. Supply Division, Office of the Chief, and Control Staff: Concur in principle, but feel the proposed elimination is too drastic. Suggest the Management Staff's proposal be increased by one Supply Officer and one stenographer, and that this facility be reviewed again within a year when we are further along with regulations.

f. Transportation Division:

(1) Office of the Chief and Planning and Control Staff: Concur in principle, but feel proposed elimination is too drastic.

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Suggest the Management Staff's proposal be increased by one Transportation Officer, and that this facility be reviewed in a year.

(2) Cargo Branch, Plans and Projects Section: Concur in the principle, but suggest the retention of one Freight Traffic Officer to be attached to the Office of the Chief, Cargo Branch.

2. The Management Staff program lists twenty-five (25) positions for possible elimination. My suggestions reduce this list by seven (7) positions, (two in the Office of Assistant Chief for Operations, one in the Management Assistance Branch, two in the Supply Division, and two in the Transportation Division), leaving eighteen (18) positions on the list for possible elimination. In addition, it is suggested that the following areas and positions be studied and considered for possible elimination.

a. Security Staff: Elimination of one Security Officer, also suggest considering that this activity be made a part of the Administrative Staff.

b. Real Estate and Construction Division:

(1) Space and Maintenance Branch: Elimination of one Administrative Service Officer.

(2) Engineering Branch: Elimination of one engineer or architect.

This should not be done until after our present major construction projects are completed and the present headquarters moves are completed.

c. Transportation Division: Passenger Vehicle Pool, elimination of two chauffeurs.

d. Procurement Division, General Purchase Section: Elimination of one Purchasing Agent.

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